



First Aid Policy

Valid until September 2029

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Aims

The aim of our first aid policy is to:

- Ensure the health and safety of all staff, pupils, and visitors
- Ensure that staff and the proprietor are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Legislation and Guidance

This policy is based on, and should be read alongside, current legislation and statutory/non-statutory guidance relevant to first aid, pupil welfare, health and safety, and independent schools in Wales. In particular, it supports the proprietor's duty to ensure compliance with the Independent School Standards (Wales) Regulations 2024, including the standards relating to the welfare, health and safety of pupils.

- [The Health and Safety \(First Aid\) Regulations 1981](#), state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), requires employers to assess the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), requires employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- The Independent School Standards (Wales) Regulations 2024, which came into force on 14 February 2024 and revoked the 2003 Regulations. These require independent schools in Wales to meet standards relating to the welfare, health and safety of pupils, and make clear that the proprietor is ultimately responsible for compliance.
- Welsh Government independent schools registration and operational guidance, updated 23 August 2024, which explains proprietors' legal obligations and the requirement for all registered independent schools in Wales to meet the 2024 standards.

Roles and Responsibilities

Appointed person(s) and first aiders

The school's appointed persons are the Head Teacher; however, all staff will have completed First Aid training.

The Head Teacher or Deputy Headteacher will be responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

The Head Teacher is trained and qualified to carry out the role and is responsible for the following:

- Acting as first responders to any incidents; it will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school first aiders are listed in the first aid register, which is located in the office. (see appendix 4)

Health & Safety Officer

The proprietor has ultimate legal responsibility for ensuring that the school complies with the Independent School Standards (Wales) Regulations 2024, including the standards relating to pupils' welfare, health and safety. Operational responsibility for implementing this policy is delegated to the Head Teacher and relevant staff, but this delegation does not remove the proprietor's accountability for compliance.

The Head Teacher

The Head Teacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed, and appropriate measures are put in place
- Undertaking, or ensuring that staff undertake risk assessments, as appropriate, and that appropriate measures are put in place

- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)
- Ensuring first aid arrangements are reviewed as part of the school's wider welfare, health and safety systems, including following any significant incident, change in pupil needs, change to off-site provision, or change in legislation or guidance.

Staff

All staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs
- Acting in accordance with their duty of care by taking reasonable steps to protect pupils, staff and visitors from foreseeable harm and escalating any concerns about first aid provision, equipment or pupil medical needs promptly.

First Aid Procedures

In-School Procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell, they will contact the relevant professionals to seek further advice.
- If emergency services are called, the staff will notify those that have parental responsibilities.
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury and email to the Proprietor, social worker (if relating to a student). Reports are held on CPOMs.
- Where a pupil has known medical needs, allergies, an individual healthcare plan, additional learning needs, or specific risk factors, staff will follow the agreed plan and ensure relevant information is available to first aiders while maintaining confidentiality.

- The Head Teacher or nominated senior leader will consider whether any incident indicates a need to update risk assessments, supervision arrangements, staff training, first aid stock, individual pupil plans, or other related policies.

Off-Site Procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Manager or on call staff, contact details

Risk Management Plans will be completed, reviewed and adapted at least monthly, and sooner where required, to reflect off-site behaviour procedures, individual pupil needs, venue-specific risks, transport arrangements and any learning from previous incidents.

There will always be at least one first aider on any trips and visits.

For higher-risk activities, residential visits, pupils with known medical needs, or where the risk assessment identifies additional controls, the school will ensure enhanced first aid arrangements are in place, including access to trained staff, emergency contact information and appropriate equipment.

First Aid Equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes (anti-allergenic)
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The Kitchen

- Staff Office and medical room
- All vehicles

Record-Keeping and Reporting

First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's record folder by the Head Teacher.
- Records held in the first aid and accident book will be retained securely by the school and placed on the child's CPOMS record where relevant, in line with data protection requirements, retention requirements and any safeguarding or health and safety reporting obligations.
- Accident and first aid records will be monitored to identify patterns, repeated risks, locations or activities requiring additional controls, and any need for further staff training or policy updates.

Reporting to the HSE

The Health & Safety Officer will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence, as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6, and 7).

The Health & Safety Officer will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within ten days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

- Injuries where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to the school include, but are not limited to:
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)<http://www.hse.gov.uk/riddor/report.htm>

Training

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received, and when this is valid until (see appendix 3).

Staff are encouraged to renew their first aid training prior to expiry date.

Monitoring Arrangements

This policy will be reviewed by the Head Teacher and Proprietor at least annually, and immediately following any significant incident, change in legislation or guidance, change in school provision, change in pupil medical needs, or concern that first aid arrangements may no longer be adequate.

At every review, the policy will be approved by the Proprietor and any changes will be recorded in the policy review table.

Links with other Policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Education Visits policy

Hospital

The nearest Hospital to Tarren School and Mill Haven Site are:

Neath Port Talbot Hospital, Baglan Way, Port Talbot

Postcode: SA12 7BX Signposted from Junction 41 of the M4

Telephone: 01639862000

Morriston Hospital, Heol Maes Eglwys, Swansea

Postcode: SA6 6NL Signposted from junctions 45 and 46 of the M4

Telephone: 01792702222

Policy Review

Review Date	Changes Made	By Whom
Reviewed 26.09.24	New template amended to make relevant to the school	A. Elmore & P. Iqbal
12.01.25	First aiders added Accident/ injury records uploaded to CPOMs added	P. Iqbal
31.08.26	Policy strengthened and updated to reflect the Independent School Standards (Wales) Regulations 2024 and Welsh Government independent schools registration and operational guidance. Added clearer proprietor accountability, first aid risk assessment expectations, incident review requirements, secure record-keeping, monitoring of accident trends and annual/immediate review triggers.	L. Modoi
1.10.26	Reviewed with staff	Elmore

Appendix 1: list of trained first aiders

Staff member's name	Role
Alan Elmore	Head
Nia White	Teacher
Georgia Irvine	Teacher
Bethan Smith	Deputy Head
Stacy Challenger	Deputy Head
Alex Mizen	HLTA

Appendix 2: accident report form

Name of the injured person		Role	
		Location of incident	

Date and time of the incident			
Incident details	Incident details	Incident details	Incident details
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>	<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>	<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>	<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>
Action taken	Action taken	Action taken	Action taken
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>	<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>	<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>	<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>
Follow-up action required	Follow-up action required	Follow-up action required	Follow-up action required
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>	<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>	<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>	<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>
Name of person attending the incident			
Signature		Date	

Appendix 3: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	A Date for training to be updated (where applicable)
First aid awareness and Emergency Pediatric First Aid	Alan Elmore	2/09/24	01/09/25
	Bethan Smith	2/09/24	01/09/25

	Stacy Challenger	2/09/24	01/09/25
	Georgia Irvine	2/09/24	01/09/25
	Nia White	2/09/24	01/09/25
	Alex Mizen	2/09/24	01/09/25
	Jared Moreton	2/09/24	01/09/25

Policies are reviewed every 3 years as a minimum. However, where there are changes to legislation/ guidance or in response to recommendations from any significant incidents, a review of the policies will take place immediately. Key Safeguarding policies are reviewed annually as a minimum.